



# Department of Development Services Building Division

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## Quality Assurance Agency Annual Renewal Checklist

NOTE: This form must be completed and submitted with the annual renewal package

**CCDDS**  
**Use Only**

### **QAA**

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☐ Completed Renewal Application Form (Form 806).

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☐ Annual Renewal Fees  
➤ Agency annual renewal fees; and  
➤ Personnel annual renewal fees.

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☐ Annual Renewal Request Letter (Must be signed by both the Engineering Manager and Quality Manager and may be submitted as multiple letters or a single letter)  
➤ Agency renewal request – list requested approvals;  
➤ Personnel renewal request – list of personnel and requested approvals;  
➤ Personnel removal request – list of personnel;  
➤ Current Engineering Manager Declaration & Acknowledgement of Responsibilities;  
➤ Current Quality Manager Declaration & Acknowledgement of Responsibilities; and  
➤ If a new Quality Manager or an Engineering Manager is proposed, a pre-approval meeting is required to be scheduled by the QAA for the new designee(s).

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☐ Quality Systems Manual  
➤ New QSM is enclosed for the Code Year of \_\_\_\_\_  
(New QSM is required only when a new code year is adopted, or requested by CCDDS-BD).

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☐ Calibration Records  
➤ Serialized field and equipment list with the corresponding current calibration record summary and the current calibration reports.

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☐ Quality Systems Records  
➤ In-house training records (must include sign-up sheets, special inspection topics);  
➤ Internal special inspection audit summary.  
➤ Internal project audit summary.

**By:** \_\_\_\_\_

Submitted by (Signatures are required): QAA Name \_\_\_\_\_

\_\_\_\_\_  
Engineering Manager

\_\_\_\_\_  
Quality Manager